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P-CARD APPLICATION USER MANUAL

APPROVER

INTRODUCTION

Approvers review and process the agency's purchasing card (P-Card) transmittals. An approver is generally a manager or supervisor responsible for reviewing P-Card purchases.

An approver reviews the transmittal and the attached documentation for appropriateness of the expenditure, reasonableness of the cost and quantity, and the correctness and completeness of the transactions. Approvers can modify the STARS codes, split transmittals between STARS codes, and approve the transmittals (for the default PCA/Index or the Location Code for which they are responsible).

When The first level approver is the verifier and up to three additional approver levels can be set up by the agency's P-Card administrator. If an agency requires more than four levels, an offline approval process is available.

This document will describe how to open transactions, update transactions, and split a transaction to be able to pay from different funding sources.

APPROVING P-CARD TRANSMITTALS

After the verifier submits and prints a transmittal, the transmittal is available to the approver based on the default PCA/Index or Location Codes for the cardholder.

For some agencies, approvers will receive the printed transmittal attached to any receipts and documentation provided by the cardholder or by the designated proxy that verified the transaction.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Approver** or **Approver All**.

4. Open a transmittal one of two ways:

If you know the transmittal number:

- a. Enter the transmittal number and press ENTER. (Do not click **Lookup**.)

Figure 1 - Enter a transmittal number

Split	Div	FSC	Pe	Trans Date	Amount	Vendor	Vendor ID	Sfx	INDEX*	PCA	BFY	Sub*	D
				9/8/2006	35.96	SHOPKO 00400648 NAMP ID	411740865		1002		2007	5410	

- b. The transmittal will open and you can begin your approval process.

If you don't know the transmittal number or just want to choose from a list of transmittals:

- a. Click **Lookup**.
- b. Select a transmittal from the **Transmittals:** menu.

Figure 2 - Selecting a transmittal

Once selected, the transmittal grid will be displayed. Using the grid, approvers can change the default coding on the transactions, split transactions between STARS codes or funding sources, and mark the transmittal as approved.

NAVIGATING THE TRANSMITTAL GRID

To navigate through each transmittal on the grid, place the mouse cursor in a data field and press TAB to move left to right through the fields. Use SHIFT+TAB to move back. You can also use your mouse to drag the scroll bar beneath the grid to get to the data fields.

Figure 3 - Transmittal Grid

The screenshot shows the Transmittal Grid interface. At the top, there are buttons for 'Split icon', 'App', 'Approval level checkboxes', 'Logoff', 'Help', and 'Back'. Below these, there are input fields for 'Transmittals:' (containing '25812: Employee State') and 'Full Name:' (containing 'State Employee'). A 'Data Fields' label points to the grid. The grid has columns: 'St', 'Le1', 'Le2', 'Le3', 'Pe', 'Trans Date', 'Amount', 'Vendor', 'Vendor ID', 'Sfx', 'PCA*', 'INDEX', 'BFY', and 'Sub*'. The first five columns contain checkboxes. The 'Trans Date' column shows '7/3/2006'. The 'Amount' column shows values like 1.32, 1.97, 2.11, 2.06, and 1.73. The 'Vendor' column shows 'OFFICE DEPOT #2513 BOISE ID'. The 'Vendor ID' column shows '592663954'. The 'Sfx' column shows '03'. The 'PCA*' column shows '12301'. The 'INDEX' column is empty. The 'BFY' column shows '2007'. The 'Sub*' column shows '5410'. At the bottom, there are buttons for 'Save Changes' and 'Reprint Transmittal'. A 'Posted Pending indicator' label points to a small icon in the grid. A 'Scroll bar' label points to the horizontal scroll bar at the bottom of the grid.

[Click here to see a video example](#) of the transmittal grid to see all of the data fields.

Other options on the transmittal grid are:

- **Save Changes** - Saves all changes, but does not complete the process by assigning a Transmittal Number or printing a Transmittal Report.
- **Reprint Transmittal** - Allows the approver to reprint the transmittal reflecting any changes made since the cardholder submitted the transactions.

MODIFYING TRANSMITTALS

Modify any of the data fields in the transmittal grid as needed. After you are satisfied that all the information on the transmittal is correct, select the appropriate approval level check box and click **Save Changes**. Any paperwork would be forwarded to the next step in your agency's process.

Default STARS codes are automatically filled in based on the data that is downloaded daily from MasterCard. These default codes are managed by the agency's P-Card administrator. See the [Default STARS Codes](#) section for more information.

DATA ENTRY VALIDATION AND LOOK UPS

Any field in the grid marked with an asterisk in the column header, e.g., **PCA***, **Grant***, **Sub***, etc., will validate your data entry or be used to look up or find codes.

VALIDATING DATA ENTRY

1. Enter a value into a field marked by an asterisk.
2. Press TAB to move to the next field or click into another field.
3. The application will automatically validate the entry against STARS tables. If the data entry is valid, it will fill in the transaction grid with any available related data from the tables.

For example, enter a particular Index or PCA and press TAB. Any associated Fund, Fund Detail, or any other data that is in the Index or PCA table will automatically populate the grid.

USING LOOK UPS

1. Place the cursor in the field and press F3.
2. Select the item you want from the look up dialogue box. The transaction grid will be automatically populated with related data elements from STARS tables.

Figure 4 - Example of a Project code look up

Project Codes		
Code	Phase	Description
096758	00	DPW PROJECT-NICI FIRE SUPPRESSION
099064	00	PAROLE VIOLATORS CENTER
099065	00	BOISE CWC REMODEL
BCKGRN	01	BACKGROUND CHECKS ICC
C/SORT	02	CERT AND SORT
CERT	00	CERT EXPENDITURES
EC9908	00	DPW PROJECT ECA#9908 REPAIR HEAT PWCC
PCARD	00	PRIOR YEAR
PCARD	01	JULY PCARD PURCHASES
PCARD	02	AUGUST PCARD PURCHASES
PCARDP	01	JULY PCARD PURCHASES - PRIOR FY
1 2 3		
Cancel		

TRANSMITTAL GRID DATA FIELDS

Data Field	Description
Split icon	Splits the transmittal into individual lines so they can be distributed between funding sources.
Approval Level heading(s) These can be named however the agency has configured them.	Approval level. Select the checkbox to mark the transmittal as approved. The number of and names of approval levels are configured by each agency.

<u>Data Field</u>	<u>Description</u>
Pe	Posted/Pending. If checked, no further coding changes can be made on the transaction. The transaction will post to STARS as coded.
Trans Date	Transaction Date as recorded by MasterCard. The actual day of the purchase made by the cardholder. Field cannot be modified.
Amount	Transaction Amount. The Transaction Amount cannot be modified. However, you can split the transaction into multiple transactions.
Vendor	Displays the Merchant name as recorded in MasterCard. Field cannot be modified.
Vendor ID	Display Vendor Federal ID number as recorded in MasterCard.
Sfx	A two-digit field that defaults to 00 with the MasterCard Federal ID number recorded in MasterCard. The suffix field may be modified prior to posting to STARS.
PCA (depends on agency?)	Program Cost Account. The default PCA assigned by the agency's P-Card administrator at the time the card was issued. This field can be modified with a PCA defined within the PCA table by your administrator.
Index (depends on agency?)	Index Code. The index code that represents the most common funding information for that individual or area is used as the default. This field can be modified with an index code defined within the index code table by your administrator
BFY	Budget Fiscal Year. The default BFY is the current fiscal year. If the transaction is related to a prior year encumbrance, change the BFY to the correct fiscal year. An Encumbrance Number and the Suffix must also be entered.
Sub	Expenditure Subobject The default Expenditure Subobject which is based on the Merchant Category Code (MCC) in MasterCard. Can be changed as needed.

<u>Data Field</u>	<u>Description</u>
Dtl	Two-digit Expenditure Subobject Detail Code.
1099	<p>This indicator shows if a transaction is 1099 MISC reportable.</p> <p>Blank indicates the transaction is not 1099 reportable.</p> <p>I - indicates that the transaction is 1099 reportable, but has an invalid 1099 Vendor ID number.</p> <p>V - indicates that the transaction is 1099 reportable and has a valid 1099 Vendor ID number.</p> <p>C - Corporation. Payments to corporations are not 1099-MISC reportable unless the payment is for medical and health care, for attorneys' fees, or gross proceeds paid to an attorney. The 1099 System extracts these types of payments during the review of subobjects used, regardless of the "N" 1099 Indicator on the vendor. If the vendor name contains only the designation "Company," the payments must be reported – unless you have received confirmation (such as a completed Form W-9) that verifies the corporate status of the vendor.</p> <p>Field cannot be modified.</p>
STARS Vend	<p>STARS Vendor Number.</p> <p>The STARS Vendor Number is required for 1099 MISC reportable transactions. If the field is left blank, STARS will post to the generic P-Card vendor.</p>
Sfx	<p>STARS Vendor Number Suffix.</p> <p>You can change this field to any valid STARS Vendor Number Suffix.</p>

Data Field	Description
CI	<p>Capitalization Indicator. Use this column to identify inventory or fixed assets purchased with Operating funds (subobjects in the 5000 range) or for work in progress Capital Outlay expenditures (subobjects in the 6000 range).</p> <p>Inventoriable assets purchased with a Capital Outlay subobject (6000 range) do not require this they are handled automatically in STARS.</p> <p>Valid entries are: Blank - Default setting and most frequently used. F - Inventoriable asset purchased with an Operating subobject.</p> <p>NOTE: If the Wells Fargo merchant subobject coding makes this indicator incorrect, remove the indicator - select CI field and click on blank cell and accept.</p>
Grant	<p>Grant Code. Enter the Grant Code or if the PCA/Index has default Grant/Grant Phase, the Grant field will automatically fill</p>
Ph	<p>Grant Phase Code. Enter the Grant Phase or, if the PCA/Index has a default Grant/Grant Phase, the Grant Phase field will automatically fill.</p>
Project	<p>Project Code. Enter the Project Code or, if the PCA/Index has a default Project/Project Phase, the Project field will automatically fill.</p>
Ph	<p>Project Phase Code. Enter the Project Phase Code or, if the PCA/Index has a default Project/Project Phase, the Project Phase Code field will automatically fill.</p>
Encumb	<p>Encumbrance Number Enter the eight-character encumbrance number if the spending authority for this transaction was previously encumbered.</p>

Data Field	Description
Sfx	Encumbrance Number Suffix. Enter the two-character Encumbrance Number Suffix if an Encumbrance Number was entered.
Fund	Fund This field is automatically filled based on the PCA or Index. The Fund will update if the PCA or Index is changed. Field cannot be modified.
Dtl	Fund Detail. This field is automatically filled based on the default PCA or Index. Field cannot be modified but will update if the PCA or Index is changed.
Description	This is an optional field used to add descriptive information about the purchase. NOTE: The first 34 characters entered in Description will be uploaded to STARS and become public information.
Prop#	FAS Property Number. Any transaction with a Capitalization Indicator will require a property number or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.
Sfx	FAS Property Number Suffix (or component number). Any transaction with a Capitalization Indicator will require a property number and suffix or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.
GAAP	GAAP Indicator

DEFAULT STARS CODES

The default codes displayed with the transmittals and the source of those codes are:

<u>Default Code</u>	<u>Source</u>
Index or PCA	P-Card administrator
BFY – Budget Fiscal Year	STARS
Expenditure Subobject	Merchant Category Code – MasterCard
Grant/Phase	STARS
Project/Phase	STARS
Fund/Fund Detail	STARS
Vendor Number	Merchant Category Code - MasterCard

SPLITTING TRANSACTIONS

A transaction can be split into as many rows as needed with different coding on each row.

1. Click the **Split** icon next to the Parent transaction.

Figure 5 - Split transaction

The screenshot shows the P-Card Application interface. At the top, there are navigation tabs: Reports, App Menu, Statewide Acct, Logoff, Help, and Back. Below the tabs, there is a 'Credit Cards' dropdown menu showing '910986'. A 'Split icon' is highlighted with a red dashed arrow pointing to the 'Split transaction' button. The 'Parent transaction' table has one row with the following data:

Split	Ve	Pe	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA*	INDEX	BFY	Sub
<input checked="" type="checkbox"/>			5/4/2006	330.60	SOUTHWES 5262720430698 DALLAS TX	741563240	00	4510		2006	5380

Below the parent transaction table, there are buttons for 'Save Changes' and 'Submit Transmittal'. The 'Split transaction' table has two rows with the following data:

Split	Tran Date	Amount	Vendor	Vendor ID	Sfx	PCA*	INDEX	BFY	Sub*	Dtl	1
<input checked="" type="checkbox"/>	5/4/2006	215.00	SOUTHWES 5262720430698 DALLAS TX	741563240	00	4510		2006	5380		
<input checked="" type="checkbox"/>	5/4/2006	0.00	SOUTHWES 5262720430698 DALLAS TX	741563240	00	4510		2006	5380		

At the bottom, there is a 'Remaining Amount' field showing '115.60' and buttons for 'Save' and 'Cancel'.

The screen is divided into two separate sections:

- **Parent Transaction** – The original transaction.
 - **Split Transactions** – Use this area to split the transaction into individual rows. If you need more lines, click the Split icon on the last split transaction. Continue to create as many extra lines as needed. Enter the split amounts in the **Amount** column and change the other coding as needed. A **Remaining Amount** will be displayed.
2. Change the amount and other fiscal coding as needed. Remember that the fields marked with an asterisk will validate and look up your data entry. (see the [Data Entry Validation and Look Ups](#) section above)
 3. To split into more rows, click the **Split** icon on the split transaction (not on the parent transaction).
 4. Click **Save** (below the split transactions) or click **Cancel** to cancel the split transactions.
 5. When you have finished verifying your transactions, click **Save Changes**.
 6. Click **Submit Transmittal**. Print and attach the transmittal to any receipts and forward them as defined by your agency procedures.

If you are a Proxy verifier, your name is printed on the transmittal in the **Transmittal Created By:** field. This audit trail assists the approver in knowing who has accessed the application and processed transmittals for your card number.

SAVING TRANSACTIONS

After approving all the transactions, the approver has the following options:

- **Save** – Click **Save** to save the changes or to accept the coding as entered by the Verifier. As long as all transactions on the transmittal are approved, they will be uploaded to STARS that night.
- **Reprint Transmittal** – Click **Reprint Transmittal** to save the changes and reprint the transmittal. Use **Reprint Transmittal** when you change any coding entered by the Verifier. As long as all transactions on the transmittal are approved, they will be uploaded to STARS that night.
- **Log Off** –click **Log Off** and click **Yes** to save your changes. Click **No** to log off and not save any changes.

The P-Card application will indicate when changes have been saved.

Figure 6 - Changes Saved indicated

The screenshot shows the 'P-Card Accounting' application interface. At the top, there's a header with the 'STATE OF IDAHO USA' logo. Below the header, a navigation bar includes links for 'Reports', 'App Menu', 'Statewide Acct', 'Logoff', 'Help', and 'Back'. The main area displays 'Card Holder: Luna Theresa' and 'Credit Cards: Luna Theresa : 286954'. A red oval highlights a 'Changes Saved' message. Below this is a table with transaction details.

Split	Ve	Pe	Trans Date	Amount	Vendor	Vendor ID	Sfx	INDEX*	PCA	BFY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/26/2006	575.80	NWA AIR 01221360945082 MINNEAPOLIS MN			1002		2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7/26/2006	346.60	SOUTHWES 5262735826513 DALLAS TX	741563240		1002		2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8/2/2006	660.00	CASCADE VACATION RENTA CASCADE ID	800032494		1002		2007

At the bottom, there are two buttons: 'Save Changes' and 'Submit & Print Transmittal'.

After P-Card transactions are verified, the printed transmittal, the completed travel voucher form (if applicable), and all of the required documentation are forwarded to the appropriate supervisor or manager. The last approver has final responsibility for correcting any P-Card transaction coding before submitting it to STARS. [Click here if you have problems saving or reprinting a transmittal](#)

REPRINTING THE TRANSMITTAL

If the approver makes changes to a transaction, splits, or modifies the PCA/Index etc, the transmittal must be reprinted and attached to the receipts submitted by the cardholder. The updated packet should be forwarded to the next level approver until the all approvals have been complete. [Click here if you have problems reprinting a transmittal](#).

APPROVER REVIEW CHECKLIST

- Each transaction must be approved separately.
- Are all STARS codes correct and appropriate for the transaction?
- Is this a purchase of an Inventoriable asset? If yes, verify that the correct Capitalization Indicator is in the CI field. If no, the CI field must be blank.
- Is the transaction related to an encumbrance? If yes, verify that the correct Encumbrance Number/Suffix is entered. If no, the Encumb and the following untitled field must be blank.
- If the transaction is related to an encumbrance, is it a prior year encumbrance? If yes, verify that the correct Budgeted Fiscal Year is entered in the BFY field. This is the only situation that requires a BFY other than the current one.
- Does the description provide additional useful information about the transaction?
NOTE: Descriptions are uploaded to STARS and become public information.
- Are all the PCA/Index's within your cost center or area of authority?

Disputed charges should be treated as if they were valid - they should be coded and processed in the month billed. Credits processed in a subsequent month should be processed to the same codes.

APPROVING THE TRANSMITTAL OFFLINE

Approvers are expected to approve transactions online. An alternate process is available for agencies. To use the offline approval process, the approver must sign and date the transmittal and write 'No' on the **Approved In System** line. The process from there is specific to individual agencies. Nearly all agencies find the online approval system adequate for their business process.

LIMITATIONS OF OFFLINE APPROVALS

There are limitations to not using the P-Card application for the approval process.

- The transmittal does not show the Budgeted Fiscal Year (BFY), Capitalization Indicator (CI), Grant/Grant Phase, Project/Project Phase, or Encumbrance/Suffix. Therefore, the approver is unable to verify the correctness of those fields.
- Any corrections to the other fields must be handwritten on the transmittal in a legible manner. Any additional splitting of transactions must also be handwritten on the transmittal.
- Approving the paper transmittal delays getting the information into STARS which delays getting up-to-date budgetary information.
- The transaction must still be approved online in the P-Card application.

POSTED PENDING TRANSACTIONS

The posted pending process helps agencies with reconciling transactions on the monthly bank statement but are not verified and approved in the P-Card application. This process is initiated only by the P-Card administrator.

When the P-Card administrator executes the Posted Pending process, the P-Card application will search the database for all transactions that are not "Verified" and/or "Approved" and mark them as Posted/Pending (Pe). Once marked, no further coding changes can be made on those transactions. The transactions will post to STARS with either the default coding or the saved coding.

POSTED PENDING ADJUSTMENTS

Posted Pending transactions will still go through your agency's verification and approval process. Approvers will review the transactions regardless of whether or not the Pe field is checked.

Posted Pending Adjustments do not post directly to STARS as they are completed. Post/Pending Adjustments is a separate process that must be activated by the P-Card administrator.